



City Council

Mayor
Brian Dalton

Council President
Jim Fairchild

Councilor
Kelly Gabliks

Councilor
Micky Garus

Councilor
Bill Hahn

Councilor
Jackie Lawson

Councilor
Kevin Marshall

Councilor
Murray Stewart

Councilor
LaVonne Wilson

Councilor
Ken Woods, Jr.

City Staff

City Manager
Ron Foggin

City Attorney
Lane Shetterly

Community Development/
Operations Director
Jason Locke

Finance Director
Cecilia Ward

Fire Chief
Fred Hertel

Police Chief
Tom Simpson

Director of Engineering
& Environmental
Services
Fred Braun

City Recorder
Emily Gagner

Recording Secretary
Jeremy Teal

Dallas City Council Agenda

Mayor Brian Dalton, Presiding

TUESDAY, September 8, 2015

7:00 pm

Dallas City Hall

187 SE Court St.

Dallas, OR 97338

All persons addressing the Council will please use the table at the front of the Council. All testimony is electronically recorded. If you wish to speak on any agenda item, please sign in on the provided card.

AGENDA ITEM	RECOMMENDED ACTION
1. ROLL CALL	
2. PLEDGE OF ALLEGIANCE	
3. EMPLOYEE RECOGNITION/INTRODUCTION	
4. COMMENTS FROM AUDIENCE <i>This time is provided for citizens to comment on municipal issues and any agenda items other than public hearings. The Mayor may place time restrictions on comments. Please supply 14 copies of the material brought to the meeting for distribution.</i>	
5. PUBLIC HEARINGS <i>Public comment will be allowed on items appearing on this portion of the agenda following a brief staff report presenting the item and action requested. The Mayor may limit testimony.</i>	
6. CONSENT AGENDA <i>The following items are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately.</i>	
a. Approve minutes of August 3, 2015 City Council meeting	PG. 3
b. Approve application for an OLCC license for West Valley Tap House at 957 Main St	PG. 7
7. ITEMS REMOVED FROM CONSENT AGENDA	
8. REPORTS OR COMMENTS FROM MAYOR AND COUNCIL MEMBERS	
a. General Comments from the Councilors and Mayor	
b. Report of the August 24, 2015, Public Safety Committee Meeting (Councilor Woods)	PG. 17
c. Report of the August 24, 2015, Public Works Committee Meeting (Councilor Stewart)	PG. 19



Our Vision

Our vision is to foster an environment in which Dallas residents can take advantage of a vital, growing, and diversified community that provides a high quality of life.

Our Mission

The mission of the City of Dallas is to maintain a safe, livable environment by providing open government with effective, efficient, and accountable service delivery.

Our Motto

Commitment to the Community.
 People Serving People.

City Hall

Dallas City Hall is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the City Manager's Office, 503-831-3502 or TDD 503-623-7355.

9. REPORTS FROM CITY MANAGER AND STAFF

- a. July financials PG. 41
- b. Council goal update
- c. Other

Information
 Information
 Information

10. RESOLUTIONS

PG. 42

- a. Resolution No. 3330: A Resolution establishing a fingerprinting service by the City of Dallas and establishing a fee.

Roll Call Vote

11. FIRST READING OF ORDINANCE

PG. 44

- a. Ordinance No. 1787: An Ordinance amending Dallas City Code Section 7.540, relating to garage sales.

First Reading

12. SECOND READING OF ORDINANCE

PG. 48

- a. Ordinance No. 1785: An Ordinance amending the Dallas Comprehensive Plan Map for a parcel of real property owned by Christina and Dale Perry from Residential to Commercial; and declaring an emergency. PG. 60
- b. Ordinance No. 1786: An Ordinance changing the zoning designation of a parcel of real property owned by Christina and Dale Perry from Residential (Low Density) to Commercial General; and declaring an emergency.

Roll Call Vote

Roll Call Vote

13. OTHER BUSINESS

14. ADJOURNMENT

These minutes are supplemented by electronic recordings of the meeting, which may be reviewed upon request to the City Recorder. Audio files from City Council meetings from August 3, 2015, forward can be found online at <http://www.dallasor.gov/archive> under the corresponding agenda date. Staff reports, resolutions, ordinances, and other documents related to this meeting are also available at that site in the "Council Agendas" archive.

DALLAS CITY COUNCIL	Monday, August 3, 2015
The Dallas City Council met in regular session on Monday, August 3, 2015, at 7:00 p.m. in the Council Chambers of City Hall with Mayor Brian Dalton presiding.	
Council: Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor Bill Hahn, Councilor Micky Garus, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Murray Stewart, and Councilor LaVonne Wilson. Excused: Councilor Ken Woods, Jr.	
Staff: City Manager Ron Foggin, City Attorney Lane Shetterly, Police Chief Tom Simpson, Fire Chief Fred Hertel, Community Development/Operations Director Jason Locke, Engineering and Environmental Services Director Fred Braun, Finance Director Cecilia Ward, HR Manager Emily Gagner, and Recording Secretary Jeremy Teal.	
Pledge of Allegiance: Mayor Dalton led the Pledge of Allegiance.	

AGENDA	ACTION
1:00 EMPLOYEE RECOGNITION	Chief Simpson introduced Jordan Schrock practicum student from WOU. Mr. Locke introduced Dustin Johnson as the new Utility Worker I in Public Works. Mr. Locke recognized Ken Stroller for his 19+ years of service to the City of Dallas.
8:48 COMMENTS FROM THE AUDIENCE	William Petrovic, 217 W. Ellendale, requested a pedestrian light at West Ellendale Ave. and Jasper St. where his wife was struck by vehicle. He asked that the crown be removed on West Ellendale.
PUBLIC HEARINGS	
13:46 CONSENT AGENDA Item approved by the Consent Agenda: a) minutes of July 20, 2015 City Council meeting; b) application for OLCC for My Goods Market; c) canceling August 17, 2015 Council meeting; d) appoint Jennie Rummell to Parks Advisory Board.	It was moved by Councilor Marshall <i>to approve the Consent Agenda as submitted</i> . The motion was duly seconded and carried with a vote of 8-0.
ITEMS REMOVED FROM CONSENT AGENDA	There were none.

<p>14:38 REPORTS OR COMMENTS FROM THE MAYOR AND COUNCIL MEMBERS</p> <p>REPORT OF THE JULY 27, 2015 ADMINISTRATIVE COMMITTEE</p> <p>REPORT OF THE JULY 27, 2015 BUILDING & GROUNDS COMMITTEE</p>	<p>Councilor Gabliks reported the committee discussed garage sale sign reimbursement, finger printing for the public, and the Administration, Finance, and Human Resources reports.</p> <p>Councilor Marshall reported the committee discussed the Senior Center, the Carnegie Building, and the Community Development and Parks Department reports.</p>
<p>27:17 REPORTS FROM CITY MANAGER AND STAFF</p>	
<p>MODIFICATION TO MUNICIPAL JUDGE CONTRACT</p>	<p>Mr. Foggin noted that when the new municipal judge was hired he was offered \$2,520 a month assuming he would work about 28 hours a month with a possible pay increase after 6 months. The judge had performed admirably and his 6 months was complete and would like to increase his pay by \$300 a month.</p> <p>It was moved by Councilor Stewart <i>to increase the Municipal Judge contract by \$300 a month</i>. The motion was duly seconded carried with a vote of 8-0.</p>
<p>COUNCIL GOAL UPDATE</p>	<p>Mr. Locke reported an updated on the creative investment of the Dallas 2030 vision with the Economic Development Commission (EDC) working on an EDC strategy. He noted the process of revision to the strategy began last month and would be ready to present to Council in October or November.</p>
<p>OTHER</p>	<p>Mr. Foggin stated with the cancellation of the meeting on August 17 and invite all the Council and Mayor to the City employee picnic in the City Park at 6 pm on that evening.</p> <p>Mr. Foggin advised the Council that National Night Out was on August 4 at the following three locations. 217 SE LaCreole, Freisen Court off of Reed in the cul-de-sac, and 1079 SE Academy.</p>
<p>39:35 RESOLUTIONS Resolution No. 3329 – A Resolution adopting the Parks Master Plan.</p>	<p>Mr. Foggin recommended to the Council to not approve the Parks Master Plan and push it back to the Parks Advisory Board for more public feedback.</p> <p>It was the consensus of the Council to approve the Parks Master Plan.</p> <p>A roll call vote was taken and Mayor Dalton declared Resolution No. 3329 to have PASSED BY A VOTE of 7-1 with Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor</p>

	<p>Micky Garus, Councilor Bill Hahn, Councilor Kevin Marshall, Councilor Murray Stewart, and Councilor LaVonne Wilson voting YES with Councilor Jackie Lawson voting No.</p>
<p>1:02:45 FIRST READING OF ORDINANCE Ordinance No. 1785 – An Ordinance amending the Dallas Comprehensive Plan Map for a parcel of real property owned by Christina and Dale Perry from Residential to Commercial; and declaring an emergency. Ordinance No. 1786 – An Ordinance changing the zoning designation of a parcel of real property owned by Christina and Dale Perry from Residential (Low Density) to Commercial General; and declaring an emergency.</p>	<p>Mayor Dalton declared Ordinance No. 1785 to have passed its first reading. Mayor Dalton declared Ordinance No. 1786 to have passed its first reading.</p>
<p>1:04:25 SECOND READING OF ORDINANCE Ordinance No. 1783 – An Ordinance amending Dallas City Code Section 3.550, relating to sidewalks. Ordinance No. 1784 – An Ordinance amending Dallas City Code Section 4.354, relating to property owner responsibility for maintenance of storm sewer facilities.</p>	<p>A roll call vote was taken and Mayor Dalton declared Ordinance No. 1783 to have PASSED BY A VOTE of 8-0 with Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor Micky Garus, Councilor Bill Hahn, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Murray Stewart, and Councilor LaVonne Wilson voting YES. A roll call vote was taken and Mayor Dalton declared Ordinance No. 1784 to have PASSED BY A VOTE of 8-0 with Council President Jim Fairchild, Councilor Kelly Gabliks, Councilor Micky Garus, Councilor Bill Hahn, Councilor Jackie Lawson, Councilor Kevin Marshall, Councilor Murray Stewart, and Councilor LaVonne Wilson voting YES.</p>
<p>1:07:27 EXECUTIVE SESSION</p>	<p>Mayor Dalton recessed the meeting at 8:06 p.m. to go into EXECUTIVE SESSION as authorized under ORS 192.660 (2)(h) to consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and under 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions. The Executive Session was adjourned at 8:38 p.m. The Council meeting was reconvened at 8:38 p.m.</p>

<p>ADJOURNMENT</p>	<p>There being no further business, the meeting adjourned at 8:38 p.m.</p>
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<p>Read and approved this _____ day of _____ 2015.</p>	
<p>ATTEST: _____ City Manager</p>	<p>_____ Mayor</p>



DRAFT

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 6 b	Topic: OLCC Application for West Valley Tap House
Prepared By: Jeremy Teal	Meeting Date: August 3, 2015	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

With approval of the consent agenda, the Council would be recommending to the OLCC to grant the request for a limited on-premises sales West Valley Tap House.

BACKGROUND:

Samuel and Suzanne Dufner have submitted an OLCC Application, as they would like to begin on-premises sales of alcohol at the establishment at 957 Main Street.

Staff has reviewed the OLCC application and found no discrepancies with the information provided.

FISCAL IMPACT:

None

ATTACHMENTS:

Memo from Police Department
OLCC Application for West Valley Tap House

MEMO

TO: RON FOGGIN
CITY MANAGER

FROM: TOM SIMPSON
CHIEF OF POLICE

RE: *West Valley Tap House*
Limited On-Premises Sales
Location: 857 Main Street

DATE: August 11, 2015

This application is for Limited On- Premises Sales. The applicant's, Samuel Dufner and Suzanne Dufner are applying for a Limited On-Premises Sale license.

A routine background check has been completed and has revealed no recent items of concern.



OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION

15-AUG-15 11:11 AM RCDV

Application is being made for:

LICENSE TYPES

- Full On-Premises Sales (\$402.60/yr)
- Commercial Establishment
- Caterer
- Passenger Carrier
- Other Public Location
- Private Club
- Limited On-Premises Sales (\$202.60/yr)
- Off-Premises Sales (\$100/yr)
 - with Fuel Pumps
- Brewery Public House (\$252.60)
- Winery (\$250/yr)
- Other: _____

ACTIONS

- Change Ownership
- New Outlet
- Greater Privilege
- Additional Privilege
- Other _____

CITY AND COUNTY USE ONLY

Date application received: _____

The City Council or County Commission:

(name of city or county)

recommends that this license be:

- Granted
- Denied

By: _____
(signature) (date)

Name: _____

Title: _____

OLCC USE ONLY

Application Rec'd by: C. W. Mandy

Date: 7-29-15

90-day authority: Yes No

90-DAY AUTHORITY

Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

APPLYING AS:

- Limited Partnership
- Corporation
- Limited Liability Company
- Individuals

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① WEST VALLEY TAPHOUSE LLC ③ _____

② _____ ④ _____

2. Trade Name (dba): WEST VALLEY TAPHOUSE

3. Business Location: 957 MAIN ST DALLAS POLK OR 97338
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: _____
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: _____
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? Yes No

7. If yes to whom: _____ Type of License: _____

8. Former Business Name: _____

9. Will you have a manager? Yes No Name: SAMUEL D. DUFNER
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? CITY OF DALLAS
(name of city or county)

11. Contact person for this application: SAM DUFNER
(name) (phone number(s))

(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① [Signature] Date 7-28-15 ③ _____ Date _____

② _____ Date _____ ④ _____ Date _____

RECEIVED
OREGON LIQUOR CONTROL COMMISSION

JUL 28 2015

AUG 7 2015
12:15P



OREGON LIQUOR CONTROL COMMISSION
LIMITED LIABILITY COMPANY QUESTIONNAIRE

Please Print or Type

LLC Name: WEST VALLEY TAPHOUSE LLC Year Filed: 2015

Trade Name (dba): WEST VALLEY TAPHOUSE

Business Location Address: 957 MAIN ST

City: DALLAS ZIP Code: 97338

List Members of LLC:

Percentage of Membership Interest:

1. SAMUEL D. DUFNER
(managing member)

50

2. SUZANNE M. DUFNER
(members)

50

3. _____

4. _____

5. _____

6. _____

(Note: If any LLC member is another legal entity, that entity must also complete an LLC, Limited Partnership or Corporation Questionnaire. If the LLC has officers, please list them on a separate sheet of paper with their titles.)

Server Education Designee: SAMUEL D DUFNER DOB: [REDACTED]

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Signature: [Signature] (name) MANAGER (title) Date: 7-28-15



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

PRIORS RAIN COP
DMV-w DL CCH
N-DEX OJIN Oth
By: W Date 8/11/15

1. Trade Name WEST VALLEY TAPIOUSE 2. City DALLAS

3. Name DOFNER SAMUEL [REDACTED]
(Last) (First) (Middle)

4. Other names used (maiden, other) _____

5. *SSN [REDACTED] Place of Birth [REDACTED] 7. DOB [REDACTED] 8. Sex M F
(State or Country) (mm) (dd) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: [Signature]

9. Driver License or State ID # [REDACTED] 10. State OREGON

11. Residence Address [REDACTED]
(number and street) (city) (state) (zip code)

12. Mailing Address (if different) _____
(number and street) (city) (state) (zip code)

13. Contact Phone [REDACTED] 14. E-Mail address (optional) _____

15. Do you have a spouse or domestic partner? Yes No
If yes, list his/her full name: SUZANNE [REDACTED] DOFNER

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name WEST VALLEY TAVERN 21. City DALLAS

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

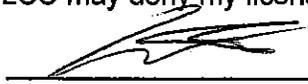
27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature:  Date: 7-28-15



OREGON LIQUOR CONTROL COMMISSION
INDIVIDUAL HISTORY

PRIORS RAIN COP
 DMV-w DL CCH
 N-DEX OJIN Oth
 By: WJ Date 8/11/15

1. Trade Name Wes + Valley Tap House 2. City Dallas
 3. Name Dufner Suzanne [REDACTED]
 (Last) (First) (Middle)
 4. Other names used (maiden, other) Suzanne [REDACTED]
 5. *SSN [REDACTED] 6. Place of Birth [REDACTED] 7. DOB [REDACTED] 8. Sex M F
 (State of Country) (mm) (dd) (yyyy)

*SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you sign below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC § 552(a)). If you consent to these uses, please sign here:

Applicant Signature: [Signature]

9. Driver License or State ID # [REDACTED] 10. State OR
 11. Residence Address [REDACTED]
 (number and street) (city) (state) (zip code)
 12. Mailing Address (if different) [REDACTED]
 (number and street) (city) (state) (zip code)
 13. Contact Phone [REDACTED] 14. E-Mail address (optional) [REDACTED]

15. Do you have a spouse or domestic partner? Yes No
 If yes, list his/her full name: Samuel Dufner

16. If yes to #15, will this person work at or be involved in the operation or management of the business?
 Yes No

17. List all states, other than Oregon, where you have lived during the past ten years:
N/A

18. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of driving a car with a suspended driver's license or driving a car with no insurance?
 Yes No Unsure If yes, list the date(s), or approximate dates, and type(s) of convictions.
 If unsure, explain. You may include the information on a separate sheet.

19. In the past 12 years, have you been **convicted** ("convicted" includes paying a fine) in Oregon or any other state of a misdemeanor or a felony? Yes No Unsure
 If yes, list the date(s), or approximate dates, and type(s) of convictions. If unsure, explain. You may include the information on a separate sheet.

20. Trade Name _____ 21. City Dallas

22. Do you have any arrests or citations that have not been resolved? Yes No Unsure
If yes or unsure, explain here or include the information on a separate sheet.

23. Have you ever been in a drug or alcohol **diversion program** in Oregon or any other state? (A diversion program is where you are required, usually by the court or another government agency, to complete certain requirements in place of being convicted of a drug or alcohol-related offense.) Yes No Unsure
If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

24. Do you, or any legal entity that you are a part of, **currently hold** or **have previously held** a liquor license in Oregon or another US state? (Note: a service permit is not a liquor license.) Yes No Unsure
If yes, list the name(s) of the business, the city (or cities) and state (or states) where located, and the date(s) of the license(s). If unsure, explain. You may include the information on a separate sheet.

25. Have you, or any legal entity that you are a part of, ever had an application for a license, permit, or certificate **denied or cancelled** by the OLCC or any other governmental agency in the US?
 Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

Questions 26 and 27 apply if you, or any legal entity that you are part of, are applying for a Full On-Premises, Limited On-Premises, Off-Premises, or Brewery-Public House license. If you are not applying for one of those licenses, mark "N/A" on Questions 26 & 27.

26. Do you have any ownership interest in any other business that makes, wholesales, or distributes alcohol? N/A Yes No Unsure If yes, list the date(s), or approximate dates. If unsure, explain. You may include the information on a separate sheet.

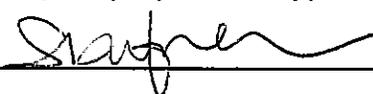
27. Does, or will, a maker, wholesaler, or distributor of alcohol have any ownership interest in your business?
 N/A Yes No Unsure If yes or unsure, explain:

Question 28 applies if you, or any legal entity that you are part of, are applying for a Brewery, Brewery-Public House, Distillery, Grower Sales Privilege, Warehouse, Wholesale Malt Beverage & Wine, or Winery license. If you are not applying for one of those licenses, mark "N/A" on Question 28.

28. Do you, or any legal entity that you are part of, have any ownership interest in any other business that sells alcohol at retail in Oregon? N/A Yes No Unsure If yes or unsure, explain:

You must sign your own form (you can't have your attorney or a person with power of attorney sign your form).

I affirm that my answers are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to, criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature:  Date: 7/27/15



OREGON LIQUOR CONTROL COMMISSION
BUSINESS INFORMATION

Please Print or Type

Applicant Name: West Valley Taphouse, LLC
SAM DUFNER Phone: [Redacted]

Trade Name (dba): WEST VALLEY TAPHOUSE

Business Location Address: 957 MAIN ST

City: DALLAS ZIP Code: 97338

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday 11 to 8
Monday 11 to 8
Tuesday 11 to 8
Wednesday 11 to 8
Thursday 11 to 8
Friday 11 to 8
Saturday 11 to 8

Outdoor Area Hours:

Sunday 11 to 8
Monday 11 to 8
Tuesday 11 to 8
Wednesday 11 to 8
Thursday 11 to 8
Friday 11 to 8
Saturday 11 to 8

The outdoor area is used for:

[X] Food service Hours: 11 to 8
[X] Alcohol service Hours: 11 to 8
[] Enclosed, how
The exterior area is adequately viewed and/or supervised by Service Permittees.
(Investigator's Initials)

Seasonal Variations: [X] Yes [] No If yes, explain: Outdoor area closed during inclement weather

ENTERTAINMENT

Check all that apply:

- [] Live Music [] Karaoke
[X] Recorded Music [] Coin-operated Games
[] DJ Music [] Video Lottery Machines
[] Dancing [] Social Gaming
[] Nude Entertainers [] Pool Tables
[] Other:

DAYS & HOURS OF LIVE OR DJ MUSIC

Sunday to
Monday to
Tuesday to
Wednesday to
Thursday to
Friday to
Saturday to

SEATING COUNT

Restaurant: 48 Outdoor: 4
Lounge: Other (explain):
Banquet: Total Seating:

OLCC USE ONLY
Investigator Verified Seating: (Y) (N)
Investigator Initials:
Date:

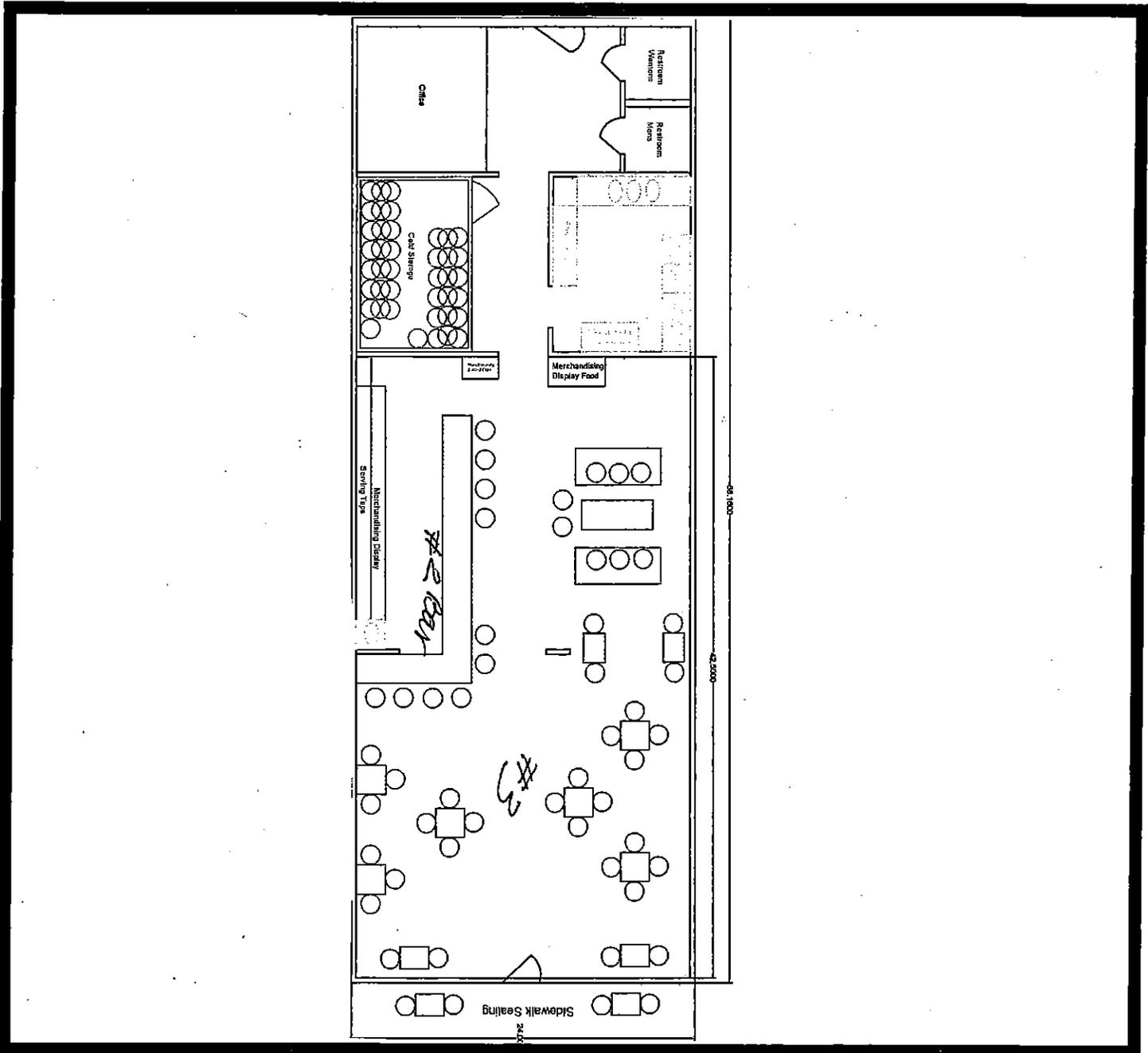
I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: [Signature] Date: 7-28-15



OREGON LIQUOR CONTROL COMMISSION FLOOR PLAN

- **Your floor plan must be submitted on this form.**
- Use a separate Floor Plan Form for each level or floor of the building.
- The floor plan(s) must show the specific areas of your premises (e.g. dining area, bar, lounge, dance floor, video lottery room, kitchen, restrooms, outside patio and sidewalk cafe areas.)
- Include all tables and chairs (see example on back of this form). Include dimensions for each table if you are applying for a Full On-Premises Sales license.



West Valley Taphouse, LLC
 Applicant Name
 West Valley Taphouse,
 Trade Name (dba):
 Dallas 97338
 City and ZIP Code

.....OLCC USE ONLY.....
 MINOR POSTING ASSIGNMENT(S)
 # 2 Bar
 # 3 Dining area & outdoor area
 Date: 7-29-15 Initials: (P)

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Members Present: Chair Ken Woods, Jr., Micky Garus, Murray Stewart, LaVonne Wilson.
Also Present: Mayor Brian Dalton, City Manager Ron Foggin, Lt. Jerry Mott, Community Development/Operations Director Jason Locke, Engineering and Environmental Services Director Fred Braun, and Recording Secretary Jeremy Teal.
Chair Woods called the meeting to order at 4:00 p.m.

CHIEF OF POLICE’S REPORT

Lt. Mott reported that code services had been working double time with Ed’s retirement and the new code services specialist would start at the end of September. He noted that Officer King was out on the street while Officer Houser was completing his training and would be ready soon. He stated lateral Officer Mike Fleming started today and entry level Officer Hannah Flaming would start the following day. He announced that POINT would hopefully be filled and operational by September 1 and that Officer Colby Hamilton and Officer Jim Rodriguez had been nominated for a life saving award.

FIRE CHIEF’S REPORT

Mr. Foggin reported that Chief Hertel was part of a state incident response team for fires and was helping out all over the state with the many wildfires. He noted that Sean Hoxie had helped Polk 1 with the fire in Willamina. He mentioned the new fire truck was getting the final touches and was scheduled for delivery in October.

OTHER

ADJOURNMENT

There was no other business and the meeting was adjourned at 4:05 p.m.



DALLAS
POLICE



Public Safety Committee

AGENDA

August 24, 2015

4:00 PM

Council Chambers
Dallas City Hall
187 SE Court St
Dallas, OR 97338

COMMITTEE

Chair Ken Woods, Jr.

Micky Garus

Murray Stewart

LaVonne Wilson



- A. Call to Order
- B. City Manager's Reports
 - Police report
 - Fire report
- C. Other
- D. Adjournment

Dallas Ambul



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Members Present: Chair Murray Stewart, Micky Garus, LaVonne Wilson, Ken Woods, Jr.

Also Present: Mayor Brian Dalton, City Manager Ron Foggin, Lt. Jerry Mott, Community Development/Operations Director Jason Locke, Engineering and Environmental Services Director Fred Braun, and Recording Secretary Jeremy Teal.

Chair Stewart called the meeting to order at 4:06 p.m.

TEMPORARY PUMP STATIONS

Mr. Foggin noted that a letter of concern was received from Paul Trahan regarding the matter of temporary pump stations.

Mr. Braun explained that in a development before the gravity sewer lines were installed a temporary lift station would be installed to help feed the sewer to the sewer lines. He noted there were City standards and guidelines in place that developers would need to follow.

It was moved Councilor Woods to direct staff to draft a resolution regarding the temporary lift stations guidelines. The motion was duly seconded and carried with a vote of 4-0.

HOUSE NUMBERS PAINTED ON CURBS

Mr. Foggin explained the City Code was clear on the ordinance to not allow curb painting. He noted non-profit groups had been granted permission in the past, but there were strict guidelines to follow. He stated that staff had discussed this topic at length and voiced concerns about the unsightliness of the numbers over the years, noting the City would become responsible for them over time.

There was concern regarding the parts of Dallas that either did not have a curb or the curbs were too short to accommodate the number. The Committee agreed this would be a useful program for many reasons and suggested guidelines be adopted to adhere to.

It was moved by Councilor Wilson to direct staff to draft an ordinance and bring it before the Council with an emergency clause. The motion was duly seconded and carried with a vote of 4-0.

ENGINEERING DIRECTOR'S REPORT

Mr. Braun stated the Clay Street transmission line project was out for bid and the insituform of the trunk line would take place this week. He noted the water level at the reservoir was 52 ¼ feet, which was six inches below the drought line last year, just below the 90 day supply. He added consumption had slowed.

COM DEV/OPS DIRECTOR'S REPORT

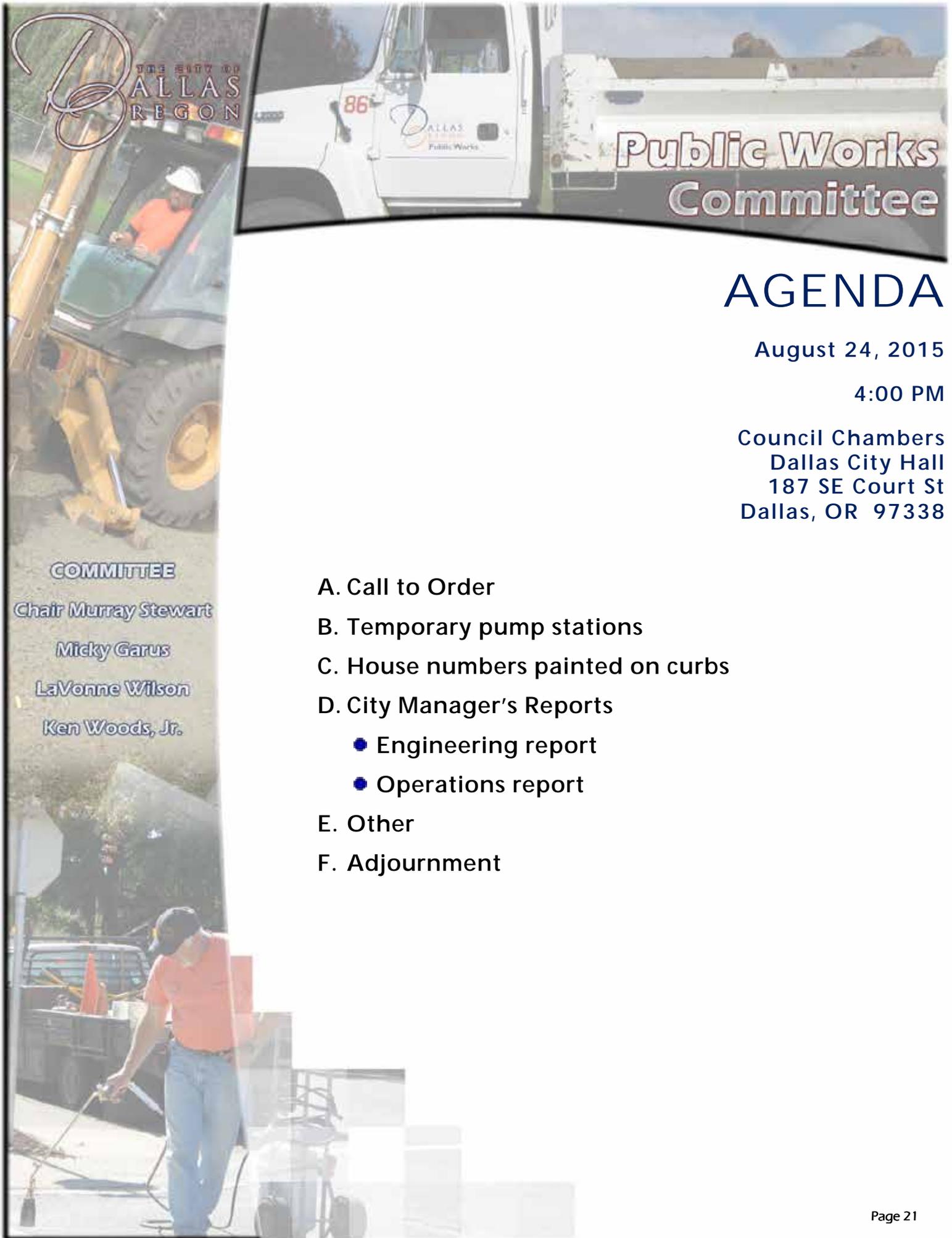
Mr. Locke reported the cleaning and replacement of catch basins and the upgrading of pedestrian crosswalks with bright yellow paint and signs was underway.

OTHER

Mr. Foggin announced the Utility Rate Commission would reconvene this Fall to look at Street SDCs. He noted a Consumer Price Index annual increase would be integrated into the SDC when finalized.

1 **ADJOURNMENT**

2 There was no other business and the meeting was adjourned at 4:51 p.m.



Public Works Committee

AGENDA

August 24, 2015

4:00 PM

Council Chambers
Dallas City Hall
187 SE Court St
Dallas, OR 97338

COMMITTEE

Chair Murray Stewart

Micky Garus

LaVonne Wilson

Ken Woods, Jr.

- A. Call to Order
- B. Temporary pump stations
- C. House numbers painted on curbs
- D. City Manager's Reports
 - Engineering report
 - Operations report
- E. Other
- F. Adjournment

DALLAS PUBLIC WORKS COMMITTEE

REPORT

TO: PUBLIC WORKS COMMITTEE MEMBERS

<i>City of Dallas</i>	Agenda Item No. B	Topic: Draft Small Sanitary Sewer Lift Station Requirements
Prepared By: F Braun	Meeting Date: August 24, 2015	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

Accept information on draft sewer lift station standards.

BACKGROUND:

During the April 2015 Public Works Committee, Staff presented draft requirements for the construction of sanitary sewer lift stations. Some concerns were raised by a developer and their consultant Project Delivery Group. Attached is a copy of the staff report submitted at the April meeting as well as a copy of the letter from Project Delivery Group (PGD).

Discussion:

A point that was not made completely clear at the last meeting is **that all areas within the City Limits can be served by gravity sewer and no additional lift stations are needed.** A total of 2 permanent sanitary sewer lift stations are identified in the City’s adopted Sanitary Sewer Facilities Plan. Both of these stations are located outside of the City’s current growth boundary.

The proposal to install a temporary lift station would only be made at the request of a developer so that development could occur prior to the extension of a gravity trunk line that would serve the area. Otherwise, development could not progress prior to the construction of the trunk line.

The main objections raised by the developer and their consultant were that there was no discussion of “proportionate share” costs, and that the standards exceeded the minimum engineering requirements and were out of line for common practice in this area.

In response to the first objection, there is no “proportionate share”, since the station would be installed at the request of the developer so that development could continue. There is no need for the City to burden the current rate payers with the construction and operational costs of a lift station that would be built solely for the convenience of a developer.

Regarding the second point, it is quite common for the City to establish standards that exceed the absolute minimums. This is routinely done in order to minimize the costs of operation, maintenance and replacement of infrastructure and facilities. It is prudent to minimize the burden that existing rate payers will assume for construction of infrastructure, especially for infrastructure built solely for the convenience of a developer.

The City contracted with a 3rd party engineering consultant to review the small lift station standards. Keller Associates is a medium sized engineering firm with extensive experience in the design of infrastructure, including sanitary lift stations. The firm made several good suggestions for improvement of the standards that have been incorporated into the document. However, the standards presented during the April meeting followed good engineering judgment and were not out of line with existing practice for this area.

Attached is a revised copy of the standards for your information.

FISCAL IMPACT:

None

ATTACHMENTS:

Draft Sanitary Sewer Lift Station Requirements, dated August 2015.
April 2015 Staff Report to Public Works Committee
April 27, 2015 letter from Project Delivery Group



Department of Engineering & Environmental Services Small Sewage Lift Station Requirements

August 2015

Approved By: Ron Foggin, City Manager

Date Approved

Technical Review By: Fred Braun, PE. , Director of Engineering
& Environmental Services

Date Reviewed

CITY OF DALLAS SMALL SEWAGE LIFT STATION REQUIREMENTS

I. Introduction

Sewage collection within the City service area shall be provided by the construction of gravity sewers, except where it is demonstrated unfeasible and pumping is required. If a sewage lift station is proposed, it shall be the developer's responsibility to provide the services of a licensed civil engineer to demonstrate to the City that a sewage lift station is the most feasible method for sewage conveyance.

A proposed sewage lift station shall be classified as temporary, unless the location is specifically identified in the latest approved City of Dallas Wastewater Facility Plan.

These guidelines present basic concepts and general criteria for small sewage lift station facilities with capacities not exceeding 500 gpm. Each lift station shall be reviewed and approved by the City from concept through design, construction, and start-up. The City reserves the right to modify and supplement these requirements, specifications, and drawings to require additional facilities, depending upon the specific project location, limitations, and changes in government regulations and standards.

II. Procedures

Prior to the City's approval and acceptance of a temporary or permanent sewage lift station, developer and developer's engineer shall comply with the following requirements:

A. Design and Construction of Temporary or Permanent Small Sewage Lift Stations

1. Developer's engineer shall acquire and review these guidelines; and the latest edition of the City Standard Specifications and Drawings.
2. Developer and engineer shall request a concept meeting with City staff to demonstrate the need for a sewage lift station and to review requirements, guidelines, criteria, right-of-way, and location of specific project facilities.
3. Developer shall submit all documentation requested by the City in order to demonstrate the need for a sewage lift station, including the following:
 - a. Complete calculations for sewage flows within the entire drainage area tributary to the lift station.

b. Preliminary drawings showing planned gravity collection system within the lift station drainage area, including point(s) of connection to existing or future gravity interceptor sewers, if any, within as well as outside of the proposed development.

c. Determination whether the proposed lift station will be temporary or permanent.

d. Calculations establishing the required lift station capacity for initial planned development and ultimate development.

e. Preliminary drawings showing the proposed alignment for the lift station force main including point of discharge.

4. If the City concurs that a lift station is required, developer's engineer shall submit design calculations, drawings, and specifications for City approval as follows:

a. Preliminary design calculations and information including required capacity, hydraulic analyses, pump selection, and system curves, and preliminary site layout. Depending upon location, the City will establish site improvements such as masonry block wall or chain link fence, asphalt concrete or concrete pavement, lighting, access, etc. City will provide specialty requirements to be included.

b. Submit 75% complete construction drawings.

c. Submit legal plat and description for proposed property in fee title for lift station site and easements for force main (if applicable). Legal plats and description shall conform to City of Dallas standards. **Note, final plans will not be signed until this information is received and reviewed for conformance to site plan.**

d. Submit final design and 100% complete construction drawings. As a minimum, construction drawings prepared by the developer shall include a title sheet and detailed site plan. The title sheet shall include a summary of project specific requirements and data (see sample title sheet provided herein). As a minimum, the lift station site plan shall show the following:

- Location of all proposed facilities (referenced to site property lines or easement boundary).

- Location of gravity sewer and manholes. Provide bearings and distances along each gravity sewer segment shown on the Site Plan. Provide invert elevations (inlet and outlet, using City datum) at each manhole. Gravity sewers shall be labeled with pipe size and material. Manholes shall be labeled with size and Standard Drawing reference.

- Location of emergency bypass manhole directly adjacent to wet well. All collection sewers entering the lift station site shall terminate at the emergency bypass manhole. Emergency bypass manhole shall be provided with a 36" diameter manhole cover and a 24" diameter insert cover. Provide invert elevations at bypass manhole inlet and outlet.

- Location of force main and emergency bypass connection. Provide bearings and distances along each force main segment shown on the Site Plan. Provide center grade elevations at each horizontal and vertical point of inflection (HPI and VPI). Force main shall be labeled with pipe size, material, and class.

- Location of each electrical conduit, pull box, junction box, and Pacific Power & Light (PP&L) service and transformer. Refer to Conduit Schedule on Electrical Drawings for conduit destinations. Label all conduits shown in the Conduit Schedule.

- Location of all site improvements, including site fencing or masonry block walls and access gate(s). Where masonry block walls are selected for site security, label top of wall and top of footing for each wall segment. Walls shall be constructed level. Walls shall step as required to provide a minimum of 6'-0" height from outside finished grade. Provide a construction detail for masonry block wall and concrete footing showing all dimensions, reinforcing steel, block type, and grouting requirements.

- Finished grades for all proposed facilities and site improvements. As a minimum, grades (elevations) shall be provided for all concrete slabs and roofs, asphalt concrete paving (along pavement edges and flow lines, adjacent to concrete slabs and roofs, etc.), masonry block walls and footings, and finish grading adjacent to site improvements.

5. Prior to construction submit signed final design "approved for construction" PP&L service plan to City.

6. Prior to construction (installation), shop drawing submittals for all proposed equipment and materials shall be submitted to the City for approval.

7. Construction of facilities shall be in accordance with approved construction drawings and City specifications. City will provide inspection of facilities, witness start-up, and provide final inspection of facilities. City staff shall receive operation and maintenance manuals for all equipment a minimum of 10 working days prior to receiving training for station operation and equipment operation. A factory trained equipment manufacturer's representative shall provide the training.

B. Demolition of Temporary Small Sewage Lift Stations: Plans for temporary lift stations shall include construction drawings and demolition drawings. Submittal of demolition documents (drawings and specifications) for City review shall coincide with submittal of the corresponding construction documents. Procedures required for City approval of temporary lift station demolition documents are as follows:

1. Developer's engineer shall acquire and review Detailed Provisions and the Standard Specifications.

2. Developer and engineer shall request a concept meeting with City staff to discuss future diversion of sewage flow from the temporary lift station to a gravity sewer, deactivation and demolition of lift station facilities, and the anticipated schedule for performing the work. Engineer shall provide City with a preliminary cost estimate for the demolition work.

3. Submit 75% complete demolition drawings and specifications (if requested by City).

4. Submit 100% complete demolition drawings. As a minimum, demolition drawings prepared by the developer shall include a detailed site plan. The demolition site plan shall show the removal of all facilities not addressed by the Standard Drawings. As a minimum, the site plan shall show demolition of site improvements including fencing, walls, gates, paving, driveways, lighting, electrical, and drainage facilities, as well as abandonment of wet well and force main.

5. Submit a detailed cost estimate for performing the lift station demolition work. Depending upon the proposed re-use of the temporary lift station site, developer may elect to require more extensive demolition, including the complete removal of all below grade facilities.

III. General

A. Raw sewage lift stations shall be designed and constructed in accordance with City requirements herein, City standards (drawings and specifications), good engineering practice, applicable government regulations, Polk County Health Department and Oregon Department of Health Services (DHS), Oregon Department of Environmental Quality (DEQ), Oregon OSHA, Standard Specifications for Public Works Construction (City Standard Specifications), International Building Code, Oregon Specialty Building Codes, National Electric Code, Uniform Fire Code, and as approved by the City.

B. Facilities shall be designed by a licensed civil engineer, registered in the State of Oregon, experienced in the design of wastewater lift station facilities. Prior to commencing design, the Engineer shall submit to the City a statement of qualifications showing that he has designed a minimum of five sewage lift stations. The statement of qualifications shall include the name, client, capacity, and construction cost for each sewage lift station. Drawings and specifications shall be submitted for review and approval by the City. Soils investigation shall be performed for the lift station site and related interceptor sewer and force main. Sewer, force main, and lift station construction drawings shall be submitted simultaneously; sewer and force main shall include plan (1"=40') and profile (vertical 1"=4', horizontal 1"=40'), and lift station shall include site plan and standard drawings showing structural, mechanical, and electrical plans, sections, and details with project specific requirements. Sewer and force main plans shall be prepared in accordance with the City's guidelines.

C. All costs of temporary facilities shall be borne by the developer, including the cost of design for demolition of the temporary facility, and City costs associated with Section X. Telemetry Equipment.

D. Upon approval and acceptance by the City, facilities shall be owned by the City. Ownership shall include the lift station site and right-of-way for force main and gravity sewers. Gravity sewers and force main shall be constructed on City property, City right-of-way, or within public right-of-way whenever possible. Easements for gravity sewers and force main will only be considered under special conditions. All right-of-way and easement documents shall be submitted and approved by City prior to approval of the construction drawings. All right-of-way and easement documents shall be conveyed to the City and recorded prior to acceptance of facilities.

E. All operations and maintenance costs of temporary facilities shall be assumed by the properties comprising the area served by the facility that is under direct control of the Developer. The Developer shall supply the City with a cost estimate of the facility O&M costs for a 6-month period. The Developer shall deposit this amount with the City. The City will hold this deposit in a special trust account that will be used to fund O&M costs for the facility. When the account value is approximately zero, the City will begin monthly sewer utility assessments on the properties within the Development area. The assessments will be made on a proportional basis, considering, but not limited to sewage flow.

F. Prior to completion of the facility and City acceptance, complete records shall be furnished to the City including:

1. As-built record drawings, including electrical and control diagrams, in PDF and AutoCad formats.
2. Final approved shop drawings and submittals for all equipment and materials.
4. Minimum three copies of Operation and Maintenance Manuals for all equipment.
5. City staff training for station operation and equipment operation and maintenance.
6. **Right-of-way, grant deed, and easement records.**
7. All construction and operating permits.
8. Warranty Bonds for the 2-year maintenance period.
9. A cash deposit in an amount equal to 6 months of operations and maintenance costs for the facility.
10. A receipt, demonstrating payment provided to City for all costs associated with Section X. Telemetry Equipment.

IV. Capacity

A. The theoretical calculated peak wet-weather flow shall be based on the development to be serviced within a 20-year period, with consideration of the entire drainage area and master planned facilities. The design flow shall be determined by increasing the theoretical calculated peak wet-weather flow determined from entire drainage area by 20% (i.e. peak flow x 1.20 = design flow). Pumping units and wet well size shall be selected based on the design flow. Flows shall be provided for initial and ultimate conditions. Permanent lift stations shall be located to maximize sewage collection for the entire drainage area and shall conform to the City's Wastewater Facilities Master Plan. Temporary lift stations shall be located adjacent to the alignment of the future gravity trunk line that will serve the area. Lift station pumping capacity may be dictated by minimum acceptable force main size and velocity criteria herein.

B. Where Master Plan facilities have not been established, the developer shall be responsible to prepare wastewater flow projections for the drainage area. As a minimum, the following shall be used in the flow projections:

- a) I & I Rate for new development = 600 gal/day/acre
- b) Dry weather wastewater flow = 125 gpcpd
- c) RL District Population Density = 2.6 persons/dwelling
- d) RM District Population Density = 2.4 persons/dwelling
- e) RH District Population Density = 2.2 persons/dwelling
- f) Peaking Factors: 1.5 = PIF/PDADF; 3.75 = PIF/DWPHF

C. Hydraulic calculations and system/pump curves for pump sizing and required capacity shall be submitted for both initial and ultimate peak flows. System curves shall be developed for friction coefficients of C=120 and C=140. System curves shall include minor friction losses (i.e. fittings and valves in discharge piping at wet well and fittings in force main). Pumps shall be selected based on friction coefficient of C=140. Developer's engineer shall select a minimum of three City-approved pump manufacturers and plot C=120 and C=140 system curves on each pump curve.

D. Downstream sewers shall be evaluated to ensure adequate capacity is available for receiving lift station sewage flow.

V. Sewage Lift Station Site

A. Site shall be of adequate size to operate, maintain, and repair the lift station facilities incorporating access for truck cranes and sewer cleaning trucks (Vactor trucks). Site shall not be located within any of the following:

- 1) Floodway or 100-year flood zones/flood hazard areas as identified by FEMA or published Hydraulic Engineering Analysis.
- 2) Wetland areas.
- 3) Existing or proposed street rights-of-way.

B. All permanent sewage lift station sites require the parcel to be deeded to the City. Before construction, a Grant Deed with legal description and plat map must be prepared, approved, and recorded by the City.

C. As a minimum, site shall be secured by commercial grade 6-foot high chain-link fence or a 6-foot high architectural masonry block wall. Access gate(s) shall include minimum 16-foot wide double gate for vehicles. Chain-link or architectural security fencing and gates shall always be provided.

D. Site shall be provided with asphalt concrete pavement or concrete pavement, and adequate drainage facilities. Access driveway(s) to the site shall be 16' wide (minimum) and constructed of concrete pavement. Asphalt concrete pavement or concrete pavement shall be designed to accommodate AASHTO H20-44 vehicle loading.

E. As required by the City, based on proximity of the facility to other public facilities, residences, or buildings, landscaping and adequate drainage shall be provided in accordance with the surrounding area.

- a. Landscaping shall be drought tolerant, xeriscape unless otherwise required.
- b. Where landscaping is required, an irrigation system shall be supplied.
- c. Specifications will be prepared to ensure that a minimum one year warranty and upkeep of plantings and irrigation equipment shall be provided by the installer.
- d. The site shall be designed and constructed so that there is no ponding.
- e. Each site shall be designed with facilities to treat stormwater for improved stormwater quality. The treatment shall be done by non structural methods, preferably bioswales, and according to the City's stormwater criteria. If bioswales are not feasible, then the Engineer shall research other methods and submit the proposed methods to the City for approval.
- f. Areas with asphalt or other impermeable surfaces shall be designed, to have a slope of between 2 percent and 5 percent. The only exception is the access drive which may have a slope of up to 12 percent.

F. Potable water shall be provided to the site by hose bibs with anti-siphon devices, water meter, and a backflow prevention device as approved by the City and Health Department.

G. All lift stations shall have a street address sign affixed to the fence at the front of the station.

H. Site shall be provided with a lighting system designed to minimize off site impacts while maintaining functionality for maintenance personnel working on lift station components. As a minimum, each site shall be provided with a 55W "area light" activated by a photocell and a 150W "work light" activated by a manual switch located in the Main Control Panel.

I. Odor control using chemical addition: Components shall concrete slab for emergency shower and eyewash station, concrete pad for City furnished chemical storage tank, 120v receptacle for City furnished chemical feed pump, and conduit sleeve from receptacle stanchion to wet well. Emergency shower and eyewash station slab shall be located on the side of the chemical tank pad where the chemical delivery truck will be logically positioned. As an alternative to chemical addition, media absorption may be used for odor control.

J. Security Cameras

- a. All offsite facilities shall be equipped with pole mounted security cameras capable of transmitting real time pictures through a radio link separate from the City's SCADA system.
- b. Some facilities may require security cameras located within vaults/buildings.
- c. Security camera requirements shall be coordinated with the City.

VI. Force Main

A. Force main size (diameter) shall be based on the following:

1. Lift station design flow rate (one pump operating) with minimum velocity of 3 fps and maximum velocity of 6 fps.
2. Minimum size shall be 4-inch inside diameter. Where 4-inch mains are required, two (2) parallel pipelines shall be constructed for system reliability. Each force main shall be provided with the necessary valves and fittings to allow operation of either force main or both force mains.
3. Where a single 4-inch force main is inadequate to convey the peak flow rate (i.e. force main velocity exceeds maximum allowable velocity), the next larger size pipe diameter shall be used.
4. Where force main length exceeds 2,000 L.F., two (2) parallel pipelines shall be constructed for system reliability. Each force main shall be provided with the necessary valves and fittings to allow for operation of either force main or both force mains.

B. Material shall be PVC per ANSI/AWWA C900 (minimum DR-18) or HDPE. Pipeline shall be constructed using restrained joints per City Standard Drawings.

C. Pipeline profile shall avoid intermediate high points if feasible. All high points shall be provided with combination sewage air and vacuum valve installation and special corrosive resistant pipeline materials.

D. Pipe cover shall be minimum 36-inches.

E. Separation from water lines shall be in accordance with Oregon DHS.

F. Where force main connects to a new discharge manhole, the discharge manhole shall be T-locked. Where force main connects to an existing discharge manhole, the discharge manhole shall be lined in accordance with City Specifications.

VII. Lift Station

A. Raw sewage lift station shall be the submersible type with 100% redundancy, electrical service, switchgear, emergency power, and appurtenances. The City's standard for wastewater lift stations is to use submersible pumps installed in a self-cleaning wet well. Packaged pump stations are not allowed. All electrical, controls, telemetry and odor control equipment shall be housed within an architecturally aesthetic masonry block building, compatible with the neighborhood.

B. Raw Sewage Pumps

1. Number of pumps furnished shall provide complete redundancy. Minimum of two identical pumps each sized for 100% station capacity shall be installed. Variable speed pumps may be provided.

2. Pump Requirements:

a. Raw sewage non-clog submersible pumps. Pump impellers shall be open non-clog, recessed vortex, or grinder type. The specific pump impeller type to be used for the project will be determined by the City based on application and availability.

b. Minimum 4-inch discharge for non-clog and vortex pumps; 2-inch minimum for grinder pumps.

c. Ability to pass minimum 3-inch diameter sphere when using non-clog and vortex pumps.

d. Maximum 1800 rpm explosion-proof submersible motor with moisture and temperature sensors.

- e. Motor and cooling rating suitable to run dry for 15 minutes without damage to the pump.
- f. UL or Factory Mutual explosion-proof rating without being submerged.
- g. Constructed of corrosion resistant materials and provided with corrosion resistant factory coating.
- h. Acceptable manufacturers are Flygt, Essco, Wilo-EMU, Fairbanks-Morse, Wemco, Flowserve, and ABS.
- i. Prior to acceptance, pump tests shall be performed to verify pump curves and system head curves.
- j. Variable Frequency Drives (when provided): Provide 18-Pulse drive packages for all motors > 20 hp and 6-Pulse drive packages for motors < 20 hp. Provide sine wave filter between VFD and motor.

3. Pump Mounting and Removal:

- a. Provide rail-type guide system with intermediate supports to allow pump removal without removal of discharge piping or entering the wet well. All materials to be 316 stainless steel.
 - b. Provide 316 stainless steel cable or chain fastened to each pump. The City will utilize their crane truck for removal of pumps.
 - c. Electrical cable(s) shall be spliced at a junction box located 30-inches above wet well roof and meet all provisions of the NEC.
4. Spare parts shall include one set of seals and bearings.
5. Provide separate mixer or wet well aerator system.
6. Provide pressure transducer suitable for hazardous locations for control of pumps. Provide intrinsic safe floats for high level alarm.

C. Wet Well Requirements

- 1. Use ASTM C478 manhole with flat concrete cover and stainless steel access door. Wet well shall be placed on a 12-inch thick mat of crushed aggregate base per City Standard Specifications. Interior concrete surfaces (wall and roof) shall be coated with SprayRoq product, unless a City approved alternative is noted in the drawings and specifications. Wet well bottom shall be provided with concrete fillets sloping towards the pumps.

2. Wet well shall be sized based on maximum pump motor cycling time, but not less than 15 minutes, and to provide adequate spacing for installation of two pumping units
3. Concrete roof shall have a hatch opening (one hatch for both pumps) for pump removal/installation. Hatches shall be all stainless steel construction as manufactured by U.S.F. Fabrication, Flygt, Bilco, or equal, with lockable diamond plate covers, safety chain, spring assisted hinges, and swing-out interior safety grating.
4. Discharge piping inside the wet well shall be flanged, Schedule 40 316 stainless steel. All stainless steel piping, fittings, and flanges shall be shop welded (field welding not permitted). All welds shall be pickled and passivated. Discharge piping shall be designed for a maximum velocity of 6 to 8 feet per second. Discharge piping shall be properly supported with pipe supports.
5. Pipe supports, brackets, and all other equipment and fasteners within the wet well shall be 316 stainless steel.
6. All collection sewers shall join and enter a single manhole just prior to entering the wet well. Only one sewer shall enter the wet well to allow the City to plug influent sewer and bypass around wet well for maintenance and repairs.
7. Grout the bottom to slope toward pump and coordinate with wet well cleaning design.

D. Pump Discharge Piping Out of Wet Well

1. Discharge from each pump shall exit the wet well below grade, and enter a buried vault to check valves and isolation plug valves.
2. Each pump shall be provided with 150 lb swing check valve (AWWA C508 with bronze trim) and shut-off valves (eccentric non-lubricated plug valve). Sewage combination air and vacuum valves shall be provided at high points.
3. A bypass connection to the force main shall be provided for station bypass with portable pumps.
4. For installations requiring metering, install magnetic flow meter suitable for hazardous areas installed in an underground vault with plug valve downstream of meter.

VIII. Electrical and Controls

A. All electrical equipment shall be in accordance with the NEC and, where applicable, meet all requirements for hazardous locations. Developer shall coordinate with the electrical utility providing electrical service. Station shall be provided with a separate utility transformer and metering section with main circuit breaker. Utility transformer and metering section shall be located in a separate fenced-in area. Primary power to the

station shall be 480 volt, 60 Hz, 3-phase service per utility providers' standards. Single-phase 120-volt power shall be provided for lights, controls, convenience receptacles, and miscellaneous equipment. Provide a minimum of four spare 20A, 120-volt circuit breakers. All conduit shall be run concealed below grade or in concrete slabs, and shall not impose tripping or maintenance hazards. All exposed conduit shall be pvc-coated rigid steel pipe.

B. Electric switchgear shall be mounted in a NEMA 1 gasketed enclosure (with NEMA 3R wrapper) Motor Control Center with removable buckets, and shall include, as a minimum, main circuit breaker, motor starters with thermal overload protection, selector switch (hand-off-auto), run and fail lights, and elapsed time meter. Switchgear shall be General Electric, Allen-Bradley, or Square D (no substitutes). The MCC doors shall face north or east.

C. Complete controls for automatic pump operation shall be provided..

D. An electrical short circuit/coordination study, arc flash hazard study, and field testing of the electrical system shall be performed.

E. Provide termination of pump run, flow meter, generator on, generator alarm, pump alarm, intrusion alarm signals.

IX. Emergency Power

All lift station facilities shall include emergency power generation facilities. These facilities shall consist of an engine driven emergency power generator with integral fuel storage tank and an automatic transfer switch. Emergency power generation facilities shall conform to the following:

A. Provide a prefabricated skid-mounted diesel engine driven, radiator-cooled, automatic emergency standby generator to power the lift station during normal power failure.

B. Generator set shall be as manufactured by Olympian (supported by Caterpillar), North Star, or Generac.

C. Generator set shall automatically start upon failure of normal power and be sized to operate lighting loads, and both pumping units (duty and standby) with maximum voltage DIP of 30 percent.

D. Generator set shall be provided with a weatherproof sheet metal housing. Exhaust system shall be equipped with a critical grade silencer.

E. Generator set shall be equipped with all sound attenuating equipment, enclosures, and devices necessary to conform with applicable City or county noise ordinances.

Design Engineer shall provide all generator sound attenuating measures necessary to comply with the applicable noise ordinances.

F. Fuel tank for generator shall be base type mounted with unit. Tank shall be double walled welded steel sized for a minimum of 20 hours of continuous operation at 100% of generator capacity. Tank shall have secondary containment and alarm floats for low fuel and fuel in secondary containment area. Facilities shall meet local fire department criteria.

G. Generator shall have the highest available tier rating in production for the size of generator, in accordance with EPA Tier Certification requirements.

H. Automatic transfer switch (ATS) shall be provided to switch from normal utility power to standby emergency power upon normal power fail, and switch back to normal power when restored. Transfer switch shall be a delay transition type and be a 3-pole switch, ATS shall have indicating lights for normal power, emergency power, and a digital panel indicating volts and amps. The switch shall be enclosed in a NEMA 1 enclosure and should be mounted inside the building. Acceptable manufacturers are Olympian, ASCO, or Russelectric.

I. Also include battery charger, circulation heater, and battery head pad on generator.

X. Telemetry Equipment

City will furnish, install, and program telemetry equipment system, including remote telemetry unit (RTU) to transmit alarm conditions to existing SCADA system. Contractor shall terminate all alarm signals on terminal blocks in the Main Control Panel (MCP). Contractor shall connect from MCP terminal blocks to City furnished RTU terminal block. Developer is responsible for all City incurred costs for furnishing, installing and programming telemetry equipment.

April 27, 2015

Councilor Murray Stewart, Chair
Public Works Committee
City of Dallas
P.O. Box 190
Dallas, OR 97338



RE: SMALL SEWAGE LIFT STATION REQUIREMENTS

Mr. Stewart and Public Works Committee Members,
I appreciate the opportunity to provide my comments regarding the proposed Small Sewage Lift Station Requirements being presented by the Department of Engineering and Environmental Services. I am a Principal of Project Delivery Group. We provide services to both public and private clients. We are currently providing design and/or city engineering services for the Cities of Molalla, Scappoose, Silverton, Salem, and Tigard. We are also providing engineering and land surveying services to several land owners in Dallas, including Fowler Homes, Inc.

Having a set of design standards and construction specifications for this type of complex and important infrastructure is a great benefit to the citizens of Dallas, as well as the land owners who may require the design and construction of a lift station in order to provide for the desired and appropriate growth of the Dallas community. My applause to City staff for launching the effort to develop such beneficial and important documents.

The draft set of requirements you are considering have many good and beneficial aspects to them; these include the following:

1. A lift station will be allowed only if a gravity option for service is not available.
2. A design and review procedure is described in the standards.
3. Some applicable and very appropriate design standards are included in the document. These include the requirement for system head curves, the evaluation of different pipe roughness coefficients, and the requirement for back-up power at the site.

During my cursory review, I also noted some aspects of the proposed requirements necessitating improvement and some requirements completely missing from the standard. While not a complete list, a few of these items include the following:

1. While this is defined as a requirement for lift stations of 500 gpm or smaller, it is not clear if this is the dry weather flow, design flow, or firm capacity of the lift station. This needs clarification.
2. More is not always better, and some of the requirements are beyond those established by the Oregon DEQ and exceed the standard of practice for the area. A design standard is intended to create appropriate minimum standards for design and not to be used as a deterrent to the use of the improvement. I am certain several of the requirements would not be implemented if the City were constructing a lift station as a capital project. If they were implemented, it would not be the most beneficial use of public funds.
3. City staff seems to have missed the incorporation of the concept of "proportionate share". In assigning the full responsibility of a regional lift station to the first development in the

watershed, this is not only a deterrent to the desired growth of the community, but is potentially not legal.

4. Electrical design requirements are either over simplified or not included. Samples of these include motor starter design and arc-flash hazard calculations.
5. Other items to be considered for inclusion or refinement include retention time and odor control, protection from hydrogen sulfide, detailed instrumentation and reporting requirements, and wet well and pump sizing.

As I mentioned above, the development of these standards is a very beneficial step toward investing in and accepting sound and reliable infrastructure. However, these design standards will benefit from further refinement. I recommend a committee of City staff, local consultants, and interested land owners be formed to develop and present a set of standards prepared to meet the needs of the community as a whole. I am offering my time toward this effort at no cost to the City if the Public Works Committee agrees it is a beneficial effort.

I am looking forward to further involvement related to this effort. If you have any questions, please feel free to contact me at (503) 302-8766, or at KeithW@pdgnw.com.

Sincerely,

PROJECT DELIVERY GROUP, LLC



Keith Whisenhunt, PE & PLS

Principal

cc: Councilor Micky Garus
Councilor LaVonne Wilson
Councilor Ken Woods, Jr.

**DALLAS CITY COUNCIL
STAFF REPORT**

TO: DALLAS CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. C	Topic: House Addresses on Curbs
Prepared By: Ron Foggin	Meeting Date: August 24, 2015	Attachments: Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED ACTION:

I advise that the Public Work Committee recommend to the City Council that the Dallas City Code be changed to allow house addresses to be painted on curbs and ask staff to develop the rules for such a program.

BACKGROUND:

Over the years, the City has been approached by service groups, fund raising groups and individuals looking to make money to paint house addresses on curbs. The Dallas City Code currently does not allow this. 6.100 of the City Code make private marking on curbs unlawful. In the past, several City Managers have allowed service groups and fund raising groups to paint house addresses on the curbs. I would like to develop a policy that will allow this activity as well as the ability to regulate how the painting is done.

FISCAL IMPACT:

None.

DALLAS 2030 VISION IMPACT:

ATTACHMENTS:

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 9a	Topic: July 2015 Financial Report
Prepared By: Cecilia Ward	Meeting Date: September 8, 2015	Attachments: Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

Information Only

BACKGROUND:

Beginning with July 2015, financial reports will be provided through OPENGOV. This will be presented to City Council at the September 8, 2015, Council Workshop.

For July:

- Percent collected/spent should be at 8.33%. This can vary up or down depending on seasonal or one-time revenues and expenditures.
- The following budgeted capital improvement payments were made in July:
Urban Renewal - Special Projects - Mill Street project \$22,617

FISCAL IMPACT:

None

ATTACHMENTS:

None

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 10a	Topic: Resolution 3330
Prepared By: Cecilia Ward	Meeting Date: September 8, 2015	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

City staff recommends approval of Resolution 3330 establishing a fingerprinting service and establishing a fee.

BACKGROUND:

The City purchased a fingerprinting system to use in court for defendants who have not been fingerprinted for a misdemeanor.

Staff have been approached by the county and the public about providing fingerprinting for the general public as an additional service. Fingerprinting is required for some employment, volunteering, schools and other programs. The Polk County Sheriff's Office Record Division is open to the public for fingerprinting 3.5 hours/3 days per week. Demand exceeds the time that the service is available. The City would be able to provide additional time the service is available.

Polk County Sheriff's Office charges \$25.00 for up to 2 fingerprint cards for the service. Staff recommends establishing the same fee.

FISCAL IMPACT:

Additional General Fund Revenue

ATTACHMENTS:

Resolution 3330

RESOLUTION NO. 3330

A Resolution establishing a fingerprinting service by the City of Dallas and establishing a fee.

WHEREAS, there is a public need for fingerprinting service to accommodate the needs of citizens to provide fingerprints for employment, security, background checks and other purposes; and

WHEREAS, the City of Dallas has the equipment and personnel able to provide state-of-the-art fingerprinting services, and the provision of such services would be to the benefit of the residents of Dallas and Polk County;
NOW, THEREFORE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

Section 1. The City of Dallas may establish a program of fingerprinting services for the public.

Section 2. A fee of \$25 for up to two fingerprint cards is hereby established.

Section 3. The City Manager may establish such rules and policies as may be necessary and appropriate to implement and maintain such services.

Adopted: September 8, 2015
Approved: September 8, 2015

BRIAN W. DALTON, MAYOR

ATTEST:

APPROVED AS TO FORM

RONALD W. FOGGIN,
CITY MANAGER

LANE P. SHETTERLY,
CITY ATTORNEY

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 11a	Topic: Ordinance 1787
Prepared By: Cecilia Ward	Meeting Date: September 8, 2015	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin		

RECOMMENDED MOTION:

Allow to move Ordinance 1787 amending Dallas City Code Section 7.540, relating to garage sale to second reading.

BACKGROUND:

The City of Dallas requires a garage sale permit for the purpose of a public sale. The City also provides one sign per permit with a \$15 deposit. The deposit is refunded upon return of the sign.

It is the goal of staff to have 100% of garage sales signs available to the public to be in good or better condition. At this time, we have a total of 48 garage sale signs. Out of the 48 only 8 (17%) are in good condition and 15 (31%) are broken.

A garage sale sign replacement program would allow the rotation of the purchase and replacement of signs every year. The program would rotate one-third of the signs every year at an estimated cost of \$90.00 per sign. In order to upgrade all signs the estimated cost will be \$4,500. Moving forward, signs would be replaced every three years. The program would consist of a minimal \$5.00 charge per garage sale permit. A deposit would still be required for the signs. The customer would pay \$15.00 when issued a permit and upon return of the sign \$10.00 would be returned to the customer.

Below is a table with the number of garage sale permits that were issued the last three years. If a \$5.00 charge per permit was implemented it would generate approximately \$3,000-\$3,500 per fiscal year. This would assist staff in attaining the goal of 100% of garage sale signs be in good or better condition.

GARAGE SALE PERMITS		
2013	2014	2015 (through June)
Total 644	Total 615	Total 227

FISCAL IMPACT:

General Fund Revenue - approximately \$3,000-\$3,500

ATTACHMENTS:

Ordinance 1787

7.540 Signs.

(1) Only one sign shall be posted upon the premises on which the garage sale is to be held.

(2) One off premises sign for the purpose of directing people to the garage sale shall also be permitted but only a sign issued by the city shall be allowed. In the case of more than one garage sale conducted under a permit by a group of individuals or an association, the group of individuals or association shall be entitled to one off premises sign. Such off premises sign shall be placed at the arterial street that is nearest to the location of the sale.

(3) The city shall have available a reasonable supply of garage sale signs for use by individuals ~~at no cost~~. The city may secure a deposit ~~up to~~ an amount set by resolution of the city council, which resolution may provide that a portion of the deposit shall be refundable upon return of the sign is satisfactory condition, and a portion may be nonrefundable and retained to cover the cost of maintaining and replacing garage sale signs. If a sign is insufficient to cover the cost of replacing the sign in the event it is damaged or lost not returned, or is returned in damaged condition, the city may retain the full amount of the deposit.

(3) Signs shall not be placed in the public right-of-way and shall be placed upon private property only with the consent of the property owner. Signs shall not be placed earlier than one hour before the garage sale starts and shall be removed by no later than one hour after the conclusion of the garage sale.

ORDINANCE NO. 1787

An Ordinance amending Dallas City Code Section 7.540, relating to garage sales.

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. Dallas City Code Section 7.540 is hereby amended and restated in its entirety as follows:

7.540 Signs.

(1) Only one sign shall be posted upon the premises on which the garage sale is to be held.

(2) One off premises sign for the purpose of directing people to the garage sale shall also be permitted but only a sign issued by the city shall be allowed. In the case of more than one garage sale conducted under a permit by a group of individuals or an association, the group of individuals or association shall be entitled to one off premises sign. Such off premises sign shall be placed at the arterial street that is nearest to the location of the sale.

(3) The city shall have available a reasonable supply of garage sale signs for use by individuals. The city may secure a deposit in an amount set by resolution of the city council, which resolution may provide that a portion of the deposit shall be refundable upon return of the sign in satisfactory condition, and a portion may be nonrefundable and retained to cover the cost of maintaining and replacing garage sale signs. If a sign is not returned, or is returned in damaged condition, the city may retain the full amount of the deposit.

(3) Signs shall not be placed in the public right-of-way and shall be placed upon private property only with the consent of the property owner. Signs shall not be placed earlier than one hour before the garage sale starts and shall be removed by no later than one hour after the conclusion of the garage sale.

Read for the first time: September 8, 2015
Read for the second time: September 21, 2015
Adopted by the City Council: September 21, 2015
Approved by the Mayor: September 21, 2015

BRIAN W. DALTON, MAYOR

ATTEST:

APPROVED AS TO FORM:

RONALD W. FOGGIN,
CITY MANAGER

LANE P. SHETTERLY, CITY
ATTORNEY

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 12a	Topic: Ordinance 1785
Prepared By: Jason Locke, Community Development/ Operations Director	Meeting Date: September 8, 2015	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin, City Manager		

RECOMMENDED ACTION: Approve Ordinance 1785.

BACKGROUND: After a public hearing was held on this matter, the Council directed staff to prepare an Ordinance for the Comprehensive Plan Map Amendment. That Ordinance is attached.

FISCAL IMPACT: None

ATTACHMENTS:

Ordinance 1785

ORDINANCE NO. 1785

An Ordinance amending the Dallas Comprehensive Plan Map for a parcel of real property owned by Christina and Dale Perry from Residential to Commercial; and declaring an emergency.

WHEREAS, Trahan Consulting and the above-named owners, Christina Perry and Dale Perry, submitted an application to amend the Comprehensive Plan Map for the real property which is described generally as .46 acres located at and commonly known as 407 E. Ellendale Avenue, as more particularly described on Exhibit A, attached hereto and by reference incorporated herein, from Residential to Commercial; and

WHEREAS, after due notice, on June 9, 2015, the Dallas Planning Commission held a public hearing on the application and at the conclusion thereof recommended to the City Council that the application be granted; and

WHEREAS, after due notice, on July 20, 2015, the City Council held a public hearing on the application and at the conclusion thereof found that there was substantial evidence that the application met the requirements of the Dallas Comprehensive Plan, and that the application should be granted; NOW, THEREFORE,

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. The application of the owners of the property described on Exhibit A, attached hereto, to amend the Comprehensive Plan Map for the property from Residential to Commercial be, and it hereby is, approved.

Section 2. The map attached hereto and marked Exhibit B is hereby adopted as the amended Comprehensive Plan Map for said property.

Section 3. The Findings and Conclusions set forth in the staff report on this matter, submitted into the record herein on July 20, 2015, a copy of which is attached hereto as Exhibit C and by this reference incorporated herein, are hereby adopted and approved as the Findings and Conclusions in support of this Comprehensive Plan Map amendment.

Section 4. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, an emergency is declared to

exist and this Ordinance shall take effect immediately upon its passage.

Read for the first time: August 3, 2015
Read for the second time: September 8, 2015
Passed by the City Council: September 8, 2015
Approved by the Mayor: September 8, 2015

BRIAN W. DALTON, MAYOR

ATTEST:

APPROVED AS TO FORM:

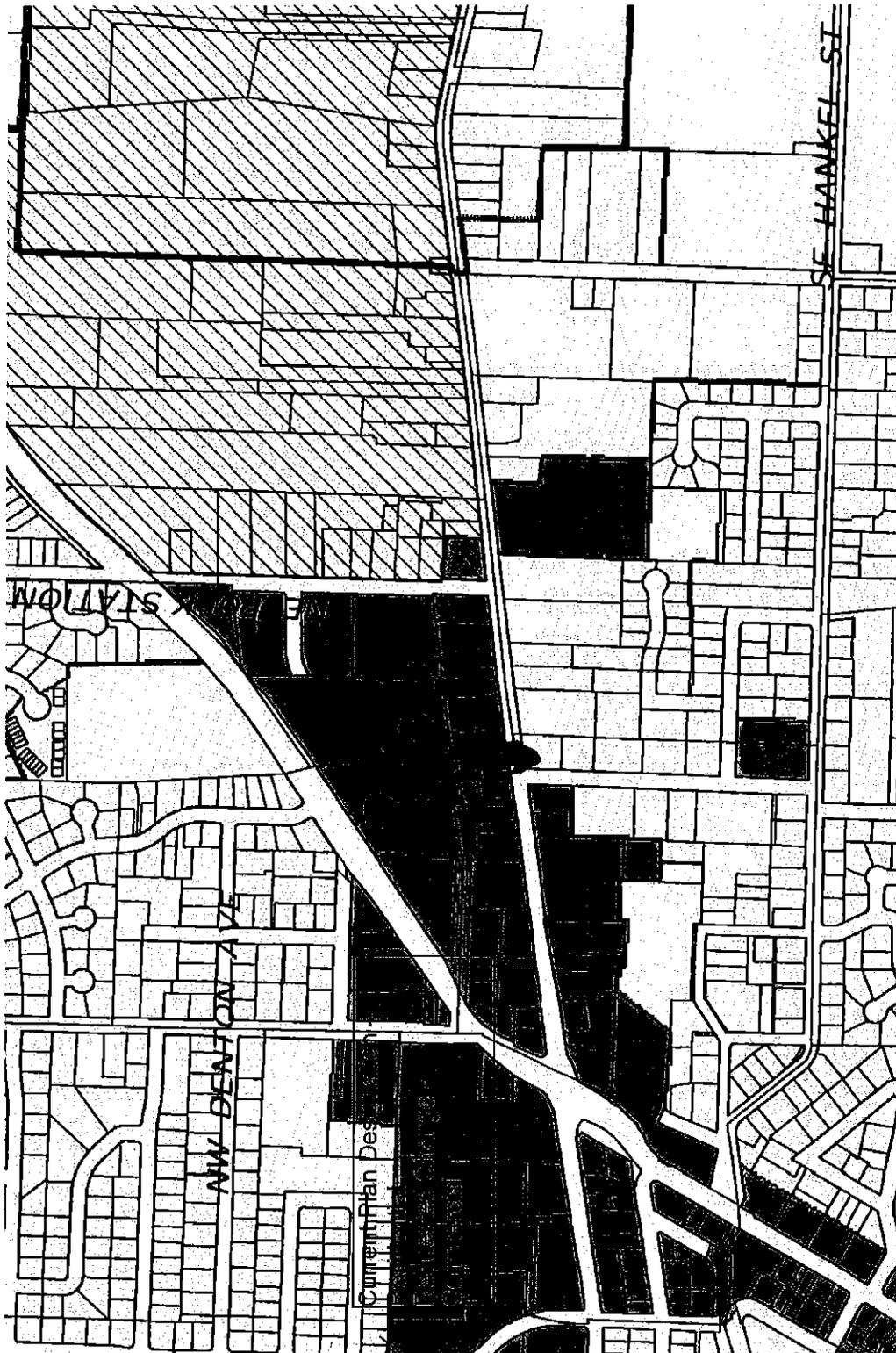
RONALD W. FOGGIN,
CITY MANAGER

LANE P. SHETTERLY
CITY ATTORNEY

EXHIBIT A

Legal Description

Lots numbered Three (3), Four (4), and Five(5), Block Numbered Three (3), DAVIS SUBDIVISION, in the City of Dallas, Polk County, Oregon; SAVE AND EXCEPT the South 128 feet thereof.



COMPREHENSIVE PLAN MAP AMENDMENT/ZONE CHANGE 15-01: 407 E. ELLENDALE

EXHIBIT C

**CITY OF DALLAS
City Council**

**APPLICATION COMPLETE:
APRIL 24, 2014**

**STAFF REPORT
DATE: JULY 13, 2015**

FILE NO.	ZC/CPA 15-01
HEARING DATE	APRIL 9, 2015 7:00 P.M. CITY HALL COUNCIL CHAMBERS 187 SE COURT STREET DALLAS, OREGON 97338
OWNER(S)	CHRISTINA AND DALE PERRY
APPLICANTS AGENT	TRAHAN CONSULTING
REQUEST	ZONE CHANGE FROM RESIDENTIAL LOW DENSITY TO COMMERCIAL GENERAL AND COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL TO COMMERCIAL FOR 0.46 ACRES
LOCATION	407 E. ELLENDALE AVENUE
RECOMMENDATION	APPROVAL

**CITY OF DALLAS
CITY COUNCIL
COMMUNITY DEVELOPMENT
DEPARTMENT STAFF REPORT**



BACKGROUND INFORMATION: The subject property is located on the southeast corner of E. Ellendale Avenue and SE Uglow Street. The subject property is just under one-half acre (20,250 sf) in size and is currently designated Residential (R) on the Comprehensive Plan Map and zoned Residential Low Density (RL). The house previously located on the property has been removed and the property is now vacant. The property has an existing driveway off E. Ellendale Avenue and is fully served by City utilities.

The property to the east is zoned Residential Medium Density (RM) and is developed with multi-family residences (Firestone Place) that are managed by Polk Community Development Corporation (CDC). Property to the south is zoned RL and developed with multi-family residences that receive access off SE Uglow Street. Property to the north (across E. Ellendale Avenue) is zoned CG and developed with commercial office use (Ellendale Professional Building). Property to the west (across SE Uglow Street) is also zoned CG developed with a single family residence.

PROPOSAL: The applicant is proposing to change the Comprehensive Plan Map designation from Residential to Commercial, and change the zoning from Residential Low Density (RL) to Commercial General (CG) in order to accommodate future commercial development of the property.

PLANNING COMMISSION HEARING: On June 9, 2015, the Planning Commission conducted a public hearing on the application. At the close of the public hearing, the Planning Commission made a recommendation that the City Council approve the proposed change.

APPROVAL CRITERIA:

Type IV Legislative Criteria (4.1.050)

G. **Decision-Making Criteria.** The recommendation by the Planning Commission and the decision by the City Council shall be based on the following factors:

1. **Approval of the request is consistent with the Statewide Planning Goals;**

Applicable Statewide Planning Goals:

Goal 9: Economic Development

Goal 9 relates to economic development, and requires communities to provide an adequate supply of land suitable for commercial uses.

Findings: The applicant addresses the requirements of Goal 9 based on the most recent Comprehensive Plan information and additional analysis of commercial growth trends using current U.S. Census data and GIS (Geographic Information Systems) information relevant to land supply in Dallas. The overall analysis indicates the City of Dallas is using its commercial land supply very efficiently and that there has been a low absorption rate of commercial development. The proposed amendment would provide additional opportunities for small scale commercial development on a parcel that is adjacent to existing commercial development. The proposed change will not have a negative impact on the city facilities and adjoining properties. Additionally, the proposed amendment will support employment and job creation within the city limits on property that was underdeveloped due to its location.

Goal 10: Housing

Goal 10 states that: Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type, and density.

Findings: Based on the small size of the property (0.46 ac) and the widespread availability of Residential Low Density (RL) land within the city, the proposal will not negatively impact the overall residential land supply.

Conclusion: It can be found, based on the findings above and the information and analysis contained in the application, that the proposal is consistent with the Statewide Planning Goals.

2. Approval of the request is consistent with the Comprehensive Plan;

Findings: The Dallas Comprehensive Plan designation for the subject property is Residential. There are a number of Comprehensive Plan policies that are required to be addressed in order to change that designation.

CHAPTER 2: A SUSTAINABLE DALLAS ECONOMY

2.2 Manpower Development Policies

3. Encourage the creation of job opportunities for residents in the Dallas area within new and present businesses and industries.

Findings: As noted in the Applicant's statement, the proposed amendment will support jobs in the short term during construction and jobs with a positive economic impact as a commercial development is operational.

2.5 Other Commercial Zones

2. Encourage the "cluster" development of commercial activities on sites large enough to provide adequate street access, off-street parking and landscaping.

Findings: The proposed commercial site is 0.46 ac in size, which well exceeds the minimum lot area of 5,000 square feet required for commercial uses. The site is large enough to provide adequate area to accommodate driveway access to the site, parking and landscaping.

3. *Discourage "strip" commercial development along arterial streets, by concentrating commercial uses in the CBD and in defined neighborhood commercial "nodes."*

Findings: The proposed amendment is for land already located in an established commercial area along E. Ellendale Avenue.

CHAPTER 6: URBAN GROWTH MANAGEMENT

Urban Growth Management Goal

To ensure that urban development does not occur in the absence of the full range of urban services, and that "rural" development outside the City Limits does not interfere with the efficient urban development in the future.

6.2.1-4. *Only lands that can be provided with the full range of urban facilities will be considered for annexation or rezoning.*

Findings: As noted in the Applicant's statement, the subject property is located inside the city limits. The property was underdeveloped and is located adjacent to commercially zoned land. The property is served with full urban facilities, as demonstrated in the public facilities section below.

CHAPTER 7: PUBLIC FACILITIES PLAN

Public Facilities Goal

To provide a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for community development.

7.1.1-9. *Wherever possible, public sewer, storm drainage and water facilities shall be placed within the public right-of-way to simplify maintenance and minimize impacts on private property owners.*

Findings: As noted by the Applicant, the property is presently served with adequate public facilities and services, including transportation, sewer, storm and water systems to support the use or can be developed concurrently with development. Comprehensive Plan goals and policies encourage retention and expansion of existing businesses and industries, infill land development patterns, and commercial and industrial development in places where there are adequate streets and utilities to serve the development.

- 2. The property and affected area is presently provided with adequate public facilities and services, including transportation, sewer and water systems, to support the use, or such facilities and services are provided for in adopted City plans and can be provided concurrently with the development of the property.**

Findings: The Applicant's statement included the following information with regards to the provision of adequate public facilities and services to the site.

The subject property is not currently served by **sanitary sewer**; however, there is a sanitary sewer manhole located in SE Uglow Street having a depth sufficient to allow a new line that can serve the property. The existing Uglow line is of sufficient size and depth to serve a proposed user. With the extension of the Uglow sanitary sewer line as required by development, the property can be served with adequate sanitary sewer service.

There is an existing 12 inch public **storm sewer** line located in E. Ellendale that can serve the property. On-site detention if required of the development, can be achieved by several different means and will be reviewed when the Developer obtains utility plan approval by the City Engineering Department.

There is an existing 10 inch public **water** line located in E. Ellendale Avenue. The residence that was demolished was connected to the city water system. Private water line extensions from the existing public water line, and meters of fire flow demands will be up-sized if required and constructed concurrently with the development of the property.

The property is located adjacent to SE Uglow Street, which is designated by the Dallas Transportation System Plan (TSP), as a local street and E. Ellendale Avenue, which is classified as an arterial street and a state highway under the jurisdiction of the Oregon Department of Transportation (ODOT). Both streets are improved with curb, gutter and sidewalk. Transportation impacts associated with the development of the property will be further analyzed by the City and ODOT through the site design review process.

Conclusion: The property and affected area is presently provided with adequate public facilities and services, including transportation, stormwater, sewer and water systems, to support the use, or such facilities and services are provided for in adopted City plans and can be provided concurrently with the development of the property.

Land Use Map and Text Amendments 4.7.030(B)

B. **Criteria for Quasi-Judicial Amendments.** A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:

1. **Approval of the request is consistent with the Statewide Planning Goals;**
Findings: See above (1).
2. **Approval of the request is consistent with the Comprehensive Plan;**
Findings: See above (2).

3. **The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period; and**

Findings: See above (3).

4. **The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application; and**

Findings: The Applicant states and staff concur; the requested map amendments will facilitate commercial growth in an area adjacent to commercial zoning districts. The proposed amendments will enable commercial development on an underutilized property, provide jobs and economic growth. The property is served by existing public utilities and is sufficiently sized for commercial development that can comply with the City's development standards.

5. **The amendment conforms to the Transportation Planning Rule provisions under Section 4.7.060.**

A. **Review of Applications for Effect on Transportation Facilities.** When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060 (the Transportation Planning Rule - TPR) and the Traffic Impact Analysis provisions of Section 4.1.090. "Significant" means the proposal would:

1. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors). This would occur, for example, when a proposal causes future traffic to exceed the levels associated with a "collector" street classification, requiring a change in the classification to an "arterial" street, as identified by the Dallas Transportation System Plan; or
2. Change the standards implementing a functional classification system; or
3. As measured at the end of the planning period identified in the Dallas Transportation System Plan or the adopted plan of any other applicable roadway authority:
 - a. Allow types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility; or
 - b. Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in road authority's adopted plan; or
 - c. Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the road authority's adopted plan.

Findings: Per the Applicant's statement, the requested zone and plan map amendments would not change the facility classification of the existing transportation system. No facility standards will be negatively impacted with the proposed change. The amendments do not include any enforceable or ongoing requirements that would limit traffic generation or change the standards implementing a functional classification system.

The small size of the subject property (0.46 ac), limits its potential increase in trips that could be generated by the subject property as a result of the proposed zone and map change. Comparison of potential increase in trip generation under the existing and proposed zoning is not significant. Under the current land use designation the site has the potential for a maximum of three dwelling units, which would generate an estimated 28.5 daily trips. Review of allowed commercial uses (e.g. retail, service, office) would have a varying degree of daily trips based on type of use and size of building. However, under the proposed land use designation and limited size of the subject property, it is expected that the increase, if any, in daily trips would be insignificant. Future development of the property will be required to satisfy ODOT and City standards to address traffic impact concerns raised as part of a site design review application for development.

The Oregon Department of Transportation (ODOT) provided preliminary comments on the subject property that would limit access to the furthest distance from SE Uglow Avenue, with a right turn in and right turn out onto E. Ellendale Avenue. These comments have been incorporated into the proposed site layout shown on the Applicant's conceptual site plan included with the application.

OVERALL TPR FINDING: Based on the above findings, the proposal would not result in a significant effect on an existing or planned transportation facility. The project levels and types of travel and access for E. Ellendale Avenue are consistent with its existing functional classification as an arterial street. The levels of development that would result in the types or levels of travel or access are consistent with the functional classification of the existing or planned transportation facility. The requested zone and plan map amendments do not degrade the performance of the existing transportation facility and all interactions would meet mobility targets and standards identified in the TSP and Comprehensive Plan.

CONCLUSION: Based on the applicants' findings, and the findings and conclusions above, it can be found that this proposal meets all the applicable criteria.

RECOMMENDATION:

The Planning Commission recommends the City Council APPROVE the proposed Comprehensive Plan Map amendment from Residential to Commercial and zone change from Residential Low Density (RL) to Commercial General (CG).

Jason Locke
Community Development Department Director

DALLAS CITY COUNCIL REPORT

TO: MAYOR BRIAN DALTON AND CITY COUNCIL

<i>City of Dallas</i>	Agenda Item No. 12b	Topic: Ordinance 1786
Prepared By: Jason Locke, Community Development/ Operations Director	Meeting Date: September 8, 2015	Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Approved By: Ron Foggin, City Manager		

RECOMMENDED ACTION: Approve Ordinance 1786.

BACKGROUND: After a public hearing was held on this matter, the Council directed staff to prepare an Ordinance for the Zone change. That Ordinance is attached.

FISCAL IMPACT: None

ATTACHMENTS:

Ordinance 1786

ORDINANCE NO. 1786

An Ordinance changing the zoning designation of a parcel of real property owned by Christina and Dale Perry from Residential (Low Density) to Commercial General; and declaring an emergency.

WHEREAS, Trahan Consulting and the above-named owners, Christina Perry and Dale Perry, submitted a zone change application to the City requesting that the zoning designation of the real property which is described generally as .46 acres located at and commonly known as 407 E. Ellendale Avenue, as more particularly described on Exhibit A, attached hereto and by reference incorporated herein, be changed from Residential Low Density (RL) to Commercial General (CG); and

WHEREAS, after due notice, on June 9, 2015, the Dallas Planning Commission held a public hearing on the application and at the conclusion thereof recommended to the City Council that the application be granted; and

WHEREAS, after due notice, on July 20, 2015, the City Council held a public hearing on the application and at the conclusion thereof found that there was substantial evidence that the application met the requirements of the Dallas Comprehensive Plan and Zoning and Development Code, and that the application should be granted; NOW, THEREFORE,

THE CITY OF DALLAS DOES ORDAIN AS FOLLOWS:

Section 1. The zoning designation of the real property described on Exhibit A attached hereto, and as shown on the map attached hereto as Exhibit B, is hereby changed from Residential Low Density (RL) to Commercial General (CG).

Section 2. The Findings and Conclusions set forth in the staff report on this matter, submitted into the record herein on July 20, 2015, a copy of which is attached hereto as Exhibit C and by this reference incorporated herein, are hereby adopted and approved as the Findings and Conclusions in support of this zone change.

Section 3. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, an emergency is declared to exist and this Ordinance shall take effect immediately upon its passage.

Read for the first time: August 3, 2015

Read for the second time: September 8, 2015

Passed by the City Council: September 8, 2015
Approved by the Mayor: September 8, 2015

BRIAN W. DALTON, MAYOR

ATTEST:

APPROVED AS TO FORM:

RONALD W. FOGGIN,
CITY MANAGER

LANE P. SHETTERLY
CITY ATTORNEY

EXHIBIT A

Legal Description

Lots numbered Three (3), Four (4), and Five(5), Block Numbered Three (3), DAVIS SUBDIVISION, in the City of Dallas, Polk County, Oregon; SAVE AND EXCEPT the South 128 feet thereof.

EXHIBIT C

**CITY OF DALLAS
City Council**

**APPLICATION COMPLETE:
APRIL 24, 2014**

**STAFF REPORT
DATE: JULY 13, 2015**

FILE NO.	ZC/CPA 15-01
HEARING DATE	APRIL 9, 2015 7:00 P.M. CITY HALL COUNCIL CHAMBERS 187 SE COURT STREET DALLAS, OREGON 97338
OWNER(S)	CHRISTINA AND DALE PERRY
APPLICANTS AGENT	TRAHAN CONSULTING
REQUEST	ZONE CHANGE FROM RESIDENTIAL LOW DENSITY TO COMMERCIAL GENERAL AND COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL TO COMMERCIAL FOR 0.46 ACRES
LOCATION	407 E. ELLENDALE AVENUE
RECOMMENDATION	APPROVAL

**CITY OF DALLAS
CITY COUNCIL
COMMUNITY DEVELOPMENT
DEPARTMENT STAFF REPORT**



BACKGROUND INFORMATION: The subject property is located on the southeast corner of E. Ellendale Avenue and SE Uglow Street. The subject property is just under one-half acre (20,250 sf) in size and is currently designated Residential (R) on the Comprehensive Plan Map and zoned Residential Low Density (RL). The house previously located on the property has been removed and the property is now vacant. The property has an existing driveway off E. Ellendale Avenue and is fully served by City utilities.

The property to the east is zoned Residential Medium Density (RM) and is developed with multi-family residences (Firestone Place) that are managed by Polk Community Development Corporation (CDC). Property to the south is zoned RL and developed with multi-family residences that receive access off SE Uglow Street. Property to the north (across E. Ellendale Avenue) is zoned CG and developed with commercial office use (Ellendale Professional Building). Property to the west (across SE Uglow Street) is also zoned CG developed with a single family residence.

PROPOSAL: The applicant is proposing to change the Comprehensive Plan Map designation from Residential to Commercial, and change the zoning from Residential Low Density (RL) to Commercial General (CG) in order to accommodate future commercial development of the property.

PLANNING COMMISSION HEARING: On June 9, 2015, the Planning Commission conducted a public hearing on the application. At the close of the public hearing, the Planning Commission made a recommendation that the City Council approve the proposed change.

APPROVAL CRITERIA:

Type IV Legislative Criteria (4.1.050)

G. **Decision-Making Criteria.** The recommendation by the Planning Commission and the decision by the City Council shall be based on the following factors:

1. **Approval of the request is consistent with the Statewide Planning Goals;**

Applicable Statewide Planning Goals:

Goal 9: Economic Development

Goal 9 relates to economic development, and requires communities to provide an adequate supply of land suitable for commercial uses.

Findings: The applicant addresses the requirements of Goal 9 based on the most recent Comprehensive Plan information and additional analysis of commercial growth trends using current U.S. Census data and GIS (Geographic Information Systems) information relevant to land supply in Dallas. The overall analysis indicates the City of Dallas is using its commercial land supply very efficiently and that there has been a low absorption rate of commercial development. The proposed amendment would provide additional opportunities for small scale commercial development on a parcel that is adjacent to existing commercial development. The proposed change will not have a negative impact on the city facilities and adjoining properties. Additionally, the proposed amendment will support employment and job creation within the city limits on property that was underdeveloped due to its location.

Goal 10: Housing

Goal 10 states that: Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type, and density.

Findings: Based on the small size of the property (0.46 ac) and the widespread availability of Residential Low Density (RL) land within the city, the proposal will not negatively impact the overall residential land supply.

Conclusion: It can be found, based on the findings above and the information and analysis contained in the application, that the proposal is consistent with the Statewide Planning Goals.

2. Approval of the request is consistent with the Comprehensive Plan;

Findings: The Dallas Comprehensive Plan designation for the subject property is Residential. There are a number of Comprehensive Plan policies that are required to be addressed in order to change that designation.

CHAPTER 2: A SUSTAINABLE DALLAS ECONOMY

2.2 Manpower Development Policies

3. Encourage the creation of job opportunities for residents in the Dallas area within new and present businesses and industries.

Findings: As noted in the Applicant's statement, the proposed amendment will support jobs in the short term during construction and jobs with a positive economic impact as a commercial development is operational.

2.5 Other Commercial Zones

2. Encourage the "cluster" development of commercial activities on sites large enough to provide adequate street access, off-street parking and landscaping.

Findings: The proposed commercial site is 0.46 ac in size, which well exceeds the minimum lot area of 5,000 square feet required for commercial uses. The site is large enough to provide adequate area to accommodate driveway access to the site, parking and landscaping.

3. *Discourage "strip" commercial development along arterial streets, by concentrating commercial uses in the CBD and in defined neighborhood commercial "nodes."*

Findings: The proposed amendment is for land already located in an established commercial area along E. Ellendale Avenue.

CHAPTER 6: URBAN GROWTH MANAGEMENT

Urban Growth Management Goal

To ensure that urban development does not occur in the absence of the full range of urban services, and that "rural" development outside the City Limits does not interfere with the efficient urban development in the future.

6.2.1-4. *Only lands that can be provided with the full range of urban facilities will be considered for annexation or rezoning.*

Findings: As noted in the Applicant's statement, the subject property is located inside the city limits. The property was underdeveloped and is located adjacent to commercially zoned land. The property is served with full urban facilities, as demonstrated in the public facilities section below.

CHAPTER 7: PUBLIC FACILITIES PLAN

Public Facilities Goal

To provide a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for community development.

7.1.1-9. *Wherever possible, public sewer, storm drainage and water facilities shall be placed within the public right-of-way to simplify maintenance and minimize impacts on private property owners.*

Findings: As noted by the Applicant, the property is presently served with adequate public facilities and services, including transportation, sewer, storm and water systems to support the use or can be developed concurrently with development. Comprehensive Plan goals and policies encourage retention and expansion of existing businesses and industries, infill land development patterns, and commercial and industrial development in places where there are adequate streets and utilities to serve the development.

- 2. The property and affected area is presently provided with adequate public facilities and services, including transportation, sewer and water systems, to support the use, or such facilities and services are provided for in adopted City plans and can be provided concurrently with the development of the property.**

Findings: The Applicant's statement included the following information with regards to the provision of adequate public facilities and services to the site.

The subject property is not currently served by **sanitary sewer**; however, there is a sanitary sewer manhole located in SE Uglow Street having a depth sufficient to allow a new line that can serve the property. The existing Uglow line is of sufficient size and depth to serve a proposed user. With the extension of the Uglow sanitary sewer line as required by development, the property can be served with adequate sanitary sewer service.

There is an existing 12 inch public **storm sewer** line located in E. Ellendale that can serve the property. On-site detention if required of the development, can be achieved by several different means and will be reviewed when the Developer obtains utility plan approval by the City Engineering Department.

There is an existing 10 inch public **water** line located in E. Ellendale Avenue. The residence that was demolished was connected to the city water system. Private water line extensions from the existing public water line, and meters of fire flow demands will be up-sized if required and constructed concurrently with the development of the property.

The property is located adjacent to SE Uglow Street, which is designated by the Dallas Transportation System Plan (TSP), as a local street and E. Ellendale Avenue, which is classified as an arterial street and a state highway under the jurisdiction of the Oregon Department of Transportation (ODOT). Both streets are improved with curb, gutter and sidewalk. Transportation impacts associated with the development of the property will be further analyzed by the City and ODOT through the site design review process.

Conclusion: The property and affected area is presently provided with adequate public facilities and services, including transportation, stormwater, sewer and water systems, to support the use, or such facilities and services are provided for in adopted City plans and can be provided concurrently with the development of the property.

Land Use Map and Text Amendments 4.7.030(B)

B. Criteria for Quasi-Judicial Amendments. A recommendation or a decision to approve, approve with conditions or to deny an application for a quasi-judicial amendment shall be based on all of the following criteria:

1. **Approval of the request is consistent with the Statewide Planning Goals;**
Findings: See above (1).
2. **Approval of the request is consistent with the Comprehensive Plan;**
Findings: See above (2).

3. **The property and affected area is presently provided with adequate public facilities, services and transportation networks to support the use, or such facilities, services and transportation networks are planned to be provided in the planning period; and**

Findings: See above (3).

4. **The change is in the public interest with regard to neighborhood or community conditions, or corrects a mistake or inconsistency in the comprehensive plan map or zoning map regarding the property which is the subject of the application; and**

Findings: The Applicant states and staff concur; the requested map amendments will facilitate commercial growth in an area adjacent to commercial zoning districts. The proposed amendments will enable commercial development on an underutilized property, provide jobs and economic growth. The property is served by existing public utilities and is sufficiently sized for commercial development that can comply with the City's development standards.

5. **The amendment conforms to the Transportation Planning Rule provisions under Section 4.7.060.**

A. **Review of Applications for Effect on Transportation Facilities.** When a development application includes a proposed comprehensive plan amendment or land use district change, the proposal shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule (OAR) 660-012-0060 (the Transportation Planning Rule - TPR) and the Traffic Impact Analysis provisions of Section 4.1.090. "Significant" means the proposal would:

1. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors). This would occur, for example, when a proposal causes future traffic to exceed the levels associated with a "collector" street classification, requiring a change in the classification to an "arterial" street, as identified by the Dallas Transportation System Plan; or
2. Change the standards implementing a functional classification system; or
3. As measured at the end of the planning period identified in the Dallas Transportation System Plan or the adopted plan of any other applicable roadway authority:
 - a. Allow types or levels of land use that would result in levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility; or
 - b. Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance standard identified in road authority's adopted plan; or
 - c. Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the road authority's adopted plan.

Findings: Per the Applicant's statement, the requested zone and plan map amendments would not change the facility classification of the existing transportation system. No facility standards will be negatively impacted with the proposed change. The amendments do not include any enforceable or ongoing requirements that would limit traffic generation or change the standards implementing a functional classification system.

The small size of the subject property (0.46 ac), limits its potential increase in trips that could be generated by the subject property as a result of the proposed zone and map change. Comparison of potential increase in trip generation under the existing and proposed zoning is not significant. Under the current land use designation the site has the potential for a maximum of three dwelling units, which would generate an estimated 28.5 daily trips. Review of allowed commercial uses (e.g. retail, service, office) would have a varying degree of daily trips based on type of use and size of building. However, under the proposed land use designation and limited size of the subject property, it is expected that the increase, if any, in daily trips would be insignificant. Future development of the property will be required to satisfy ODOT and City standards to address traffic impact concerns raised as part of a site design review application for development.

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OVERALL TPR FINDING: Based on the above findings, the proposal would not result in a significant effect on an existing or planned transportation facility. The project levels and types of travel and access for E. Ellendale Avenue are consistent with its existing functional classification as an arterial street. The levels of development that would result in the types or levels of travel or access are consistent with the functional classification of the existing or planned transportation facility. The requested zone and plan map amendments do not degrade the performance of the existing transportation facility and all interactions would meet mobility targets and standards identified in the TSP and Comprehensive Plan.

CONCLUSION: Based on the applicants' findings, and the findings and conclusions above, it can be found that this proposal meets all the applicable criteria.

RECOMMENDATION:

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**Jason Locke
Community Development Department Director**